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DEPARTMENT OF THE AIR FORCE  
1130TH AEROSPACE TECHNICAL DEVELOPMENT  
AND TRAINING GROUP  
Edwards Air Force Base, California 93523

ATTG Reg 40-2

19 April 1971

Civilian Personnel

LEAVE

This regulation insures that all civilian personnel are afforded the opportunity to utilize maximum available leave time and to establish procedures for processing leave applications.

1. Policy. Supervisors will personally monitor the leave plans of personnel under their jurisdiction, endorsing leave requests so as not to conflict with work schedules. All leave requests are subject to final approval of the supervisor or commander.

2. Procedures. Supervisors should be prepared to discuss this schedule with the commander as required. Leave will not be granted in excess of the number days accrued or which will be accrued during the current leave year. The following procedures will be followed when requesting leave:

a. A request for annual leave will be submitted to the applicable directorate through his section chief on a Standard Form 71 (see atch 1). These forms may be obtained in the Administrative Office.

b. Requests will be forwarded to reach the applicable directorate not later than three days prior to the effective date of leave, with the exception of emergency cases.

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Commander

1 atch  
SF 71 (example)

Summary of revised, deleted, or added material

Requirement to use Standard Form 71 added (Para 2a)

OPR: D/SPT  
DISTRIBUTION: X

STATOTHR

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